

FINAL PLAT RECORDED

The developer has two options to record a Final Plat. The first option is to completely build the required infrastructure; i.e. roads, water, sewer, curbs, gutter, all utilities and stormwater systems. When these have been accepted by the various public agencies, then the developer may record a Final Plat and begin selling lots. The second option, and the most widely used, is to record the Final Plat under a financial surety. In this case the developer submits construction estimates accompanied by their engineer’s certification that these estimates are sufficient to cover the cost of construction of the remaining items. The developer may then secure a letter of credit from a FDIC regulated and insured bank in the amount of 125% of the total cost to complete the infrastructure. Furnishing this surety allows the developer to record the Final Plat before construction is completed. This second option has advantages for both the developer and the County. The developer is able to begin to sell lots and build earlier, and the County avoids some of the possible construction damages to the new roads. The taxpayers are protected against default by the developer. If the developer is unable to complete the subdivision, the Subdivision Administration staff collects the secured funds and works with the Construction Inspection staff to complete the requirements.

RELEASE OF ESCROW OR LETTER OF CREDIT

The surety is not released, nor are the roads accepted into the County maintenance system until all improvements are completed and the letters of acceptance from the respective agencies have been received by the Subdivision Administration staff.

LAND DEVELOPMENT REGULATIONS

FEE SCHEDULE

Applications

Preliminary Subdivision Plans

Number of Lots	Fee
1-24 lots	\$150
25-75 lots	\$225
76 or more lots	\$325
(\$25 discount with electronic submittal)	

Revisions of Preliminary Plan	\$100
Final Plat Revision	\$50
Summary Plat	\$100
(\$25 discount for summary Plats with electronic submittal)	
Financial Security Initiation-Extension-Reduction	\$100
Variance Request	\$100
Road Name Change	\$500
Plus New Sign(s) each	\$150
Drainage/Utility Easement Abandonment	\$25



SUBDIVISION ADVISORY COMMITTEE

Agency: Greenville County Subdivision Administration
Contact: Ron Hancock, Chair
Telephone: 864-467-5764/rhancock@greenvillecounty.org
Responsibility: **Administrative Review**

Agency: Greenville County Planning & Code Compliance
Contact: Brian Bishop
Telephone: 864-467-7523/jbishop@greenvillecounty.org
Responsibility: **Flood Plain Management**

Agency: Greenville County Planning & Code Compliance
Contact: Herb Yingling
Telephone: 864-467-7090/hyingling@greenvillecounty.org
Responsibility: **Codes Enforcement**

Agency: E911 Addressing
Contact: Michele Perdue
Telephone: 864-467-5916/mperdue@greenvillecounty.org
Responsibility: **Road Names**

Agency: Greenville County Engineering Department
Contact: Kurt Walters
Telephone: 864-467-7013/kwalters@greenvillecounty.org
Responsibility: **Traffic Engineer**

Agency: Greenville Health Department
Contact: Roger Owens, Jim Brooks, or Tim Riggins
Telephone: 864-372-3273
Responsibility: **Septic Tanks/Wells**

Agency: School District of Greenville County
Contact: Betty Farley, Executive Director of Planning
Telephone: 864-355 7262/bfarley@greenville.k12.sc.us
Responsibility: **School Planning & Sidewalks**

Agency: Greenville County Land Development Division
Contact: Harold Moon
Telephone: 864-467-4610/hmoon@greenvillecounty.org
Responsibility: **Stormwater Management**

Agency: Greenville Water System
Contact: Steve Blakeney
Telephone: 864-241-6000/sblakeney@greenvillewater.com
Responsibility: **Water Availability**

Agency: SCDOT
Contact: Jason Cisson
Telephone: 864-241-1224/cissonjs@scdot.org
Responsibility: **SCDOT Road-Encroachment Permits**

Agency: Renewable Water Resources
Contact: Brian Philmon
Telephone: 864-299-4020/bphilmon@ReWa.org
Responsibility: **Waste Treatment**

Agency: Taylors Fire and Sewer
Contact: Samantha Bartow
Telephone: 864-244-5596/samanthab@taylorsdistrict.org
Responsibility: **Waste Treatment**



**SUBDIVISION
PROCESS**



Greenville County Subdivision Administration

Land Development Division

301 University Ridge, Suite 4600

Greenville, SC 29601

Telephone: 864-467-5764

Fax: 864-467-5699

www.greenvilleplanning.com

Email: subdivisioninquiry@greenvillecounty.org

**APPLICATION AND PRELIMINARY PLAN
SUBMITTAL**

The subdivision development begins when the property owner, developer, or surveyor submits an application, a preliminary plan of the proposed subdivision, pays the fee on-line through the Development Services website.

SIGN(S) POSTED

Upon receiving the application, the Subdivision Administration staff will notify the applicant where the sign(s) need to be posted on the property to be subdivided. The purpose of the sign is to notify the surrounding property owners that land development activities are anticipated on the subject property. Signs are not a notice of a public hearing; however, the Subdivision Advisory Committee meetings, at which the proposed subdivisions are reviewed, are open to the public.

**PROPOSED
SUBDIVISION**

Want Information?

467-7615

www.greenvillecounty.org

PRELIMINARY PLANS DISTRIBUTED FOR REVIEW

The Subdivision Administration staff will send the preliminary plan to the members of the Subdivision Advisory Committee. The members of this committee represent the public service and emergency service providers as well as other regulatory agencies. The core members of the Subdivision Advisory Committee and their areas of responsibility are included later in this brochure. Other members are called as needed. The Greenville County Subdivision Administrator serves as chair of the committee.

**PLANS REVIEWED BY THE SUBDIVISION
ADVISORY COMMITTEE**

The Subdivision Advisory Committee meets monthly. Before the meetings, each representative of the Subdivision Advisory Committee reviews the preliminary plan within his/her agency and presents their comments at the formal meeting. Each reviewing agency also presents any special conditions that must be met by the developer in order to comply with the various regulations and policies of his/her agency.

RECOMMENDATIONS PREPARED BY STAFF

Following the Subdivision Advisory Committee Meeting, staff consolidates the review comments of the members of the Subdivision Advisory Committee and presents its own report to the Greenville County Planning Commission.

**GREENVILLE COUNTY PLANNING COMMISSION
REVIEWS SUBDIVISION APPLICATIONS**

At its regularly scheduled meetings on the fourth Wednesday of each month, the Planning Commission hears the Subdivision Administration's presentations on each of the subdivision applications for the month. The Commission may allow citizens to speak about the subdivisions that are on the agenda if time allows and the citizen has signed the request sheet.

The review process assures that each agency's requirements are heard by the Planning Commission before it makes its decision. The Commission's decisions are binding on all Greenville County departments.

The Commission does not base its decision to approve or deny on subjective criteria. The Commission also does not have the authority to regulate the type of structure that will be placed on the lots once the subdivision is constructed. Following the Commission's approval, the individual agencies are responsible for assuring that items such as the design of roads, stormwater management, water and sewer systems conform to their regulations.

**APPLICANT NOTIFIED OF PLANNING
COMMISSION'S ACTIONS**

The Subdivision Administration staff notifies the developer/property owner and surveyor/engineer of the Planning Commission's approval or denial by letter. Any conditions for approval or reasons for denial are also provided.

DEVELOPER SECURES PERMITS

Upon the Planning Commission's approval, the developer must have their engineered drawings approved and secure all necessary permits to begin construction. Some of these are:

- Road Plan and Profile - County Land Development Division
- Grading Permit (Stormwater Management Plan) - County Land Development Division
- Permits to Construct Water & Sewer - Respective Water and Sewer Providers
- Septic Tank Review - SCDHEC
- Encroachment Permits - County or SCDOT
- Floodplain Management - Building Codes
- Coordination of the Utility Construction with the Various Agencies

CONSTRUCTION OF IMPROVEMENT INSPECTION

Once preliminary approval is granted and the development of the subdivision proceeds, the reviewing agencies conduct their own inspections to assure the installation of the utilities is done according to the engineer designed plans that they have already reviewed. Specific questions regarding various aspects of the subdivision construction process should be addressed to the representative of the appropriate reviewing agency.

The construction costs for the development of the subdivision are borne solely by the developer. There is no participation in the cost of the development by Greenville County or the other agencies involved. The developer installs the infrastructure and then turns it over to the agencies for maintenance.